

PROCEDURE 3056

SYSTEMS SOFTWARE

DATE: 07/17/85

TITLE: Acquisition, Use and Revocation of a User Security ID for TSO access
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Purpose

To establish the Standards and Procedures to be Observed in the Acquisition, Use and Revocation of a Security User ID for TSO access.

Definitions

Access authority - Access to test and production files.

General Description

Requests for User Security ID's for TSO access will be addressed to the Security administrator, signed by the supervisor of the individual to be assigned the ID, and will include the following:

- The TSO ID, if known. If not, one will be assigned.
The name of the individual to whom the ID will be assigned.

This person will be responsible for the ID and:

- Use of TSO and PANVALET.

A User ID security form will be completed by each individual being assigned an ID and will be addressed to the Security administrator.

Each request for an ID will be processed within five working days from the time that the request and the security form are received.

The Security administrator will be notified in writing of any change which may affect the information derived from the User ID security form, (i.e., change of phone number, department, address, supervisor, etc.) five (5) working days prior to the change.

If a User Security ID has not been used in 60 days, the password will be revoked by the Security administrator.

The Security administrator will be notified in writing five days prior to the effective termination date of an individual with an assigned User Security ID. The password will be revoked at the end of the effective termination date. (In case of an immediate termination, the Security administrator will be notified as soon as possible.)

